



STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

Chris Christie
Governor
Kim Guadagno
Lt. Governor

Robert M. Czech
Chair/Chief Executive Officer

**SUPPLEMENTAL AGENDA OF REGULAR MEETING OF
THE CIVIL SERVICE COMMISSION
DECEMBER 21, 2011**

Robert M. Czech, Chairperson
Robert E. Brenner
Thomas J. Perna
Richard E. Williams

SECTION B – MISCELLANEOUS MATTERS

- B-50** The Division of State and Local Operations requests the inactivation of four unclassified titles assigned for use to the former New Jersey Public Broadcasting Authority.

**MEMORANDUM**

DATE: 11/25/2011
TO: Civil Service Commission
FROM: Kenneth Connolly, Director
State and Local Operations
SUBJECT: Change in State Classification Plan

Title Inactivation

We request the inactivation of four (4) State unclassified titles assigned for use to the former NJ Public Broadcasting Authority (NJPBA). The titles are unencumbered and there are no future plans for use. The negotiations representative has been advised of this request.

Title Inactivation

Effective: Changes will be effective 12/3/2011

TECHNICAL ASSISTANT 2 P B A
A14-93102 Unclassified U 40/12

TELEVISION BROADCAST MAINTENANCE SUPERVISOR
R26-93158 Unclassified U 40/12

ENGINEERING TECHNICIAN PBA
C20-93205 Unclassified U 40/12

SENIOR ENGINEERING TECHNICIAN PBA
C21-93206 Unclassified U 40/12

KC/JMM/TL

www.state.nj.us/esc

ACTION:

- B-51** The Department of Labor and Workforce Development requests that the allocation of position 010341 (Assistant Director of Workplace Standards) to the Senior Executive Service.



MEMORANDUM

TO: Civil Service Commission

FROM: Kenneth Connolly, Director
Division of State and Local Operations

SUBJECT: Allocation to Senior Executive Service

DATE: November 23, 2011

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LABOR AND WORKFORCE DEVELOPMENT

The Department of Labor and Workforce Development has requested that the following vacant position be allocated to the Senior Executive Service. This position serves as the Assistant Director for the Division of Wage and Hour Compliance and reports to the Director, Wage and Hour Compliance. The position manages the programs of Wage Collection, Prevailing Wage, Contractor Registration and Private Construction Worker Misclassification within the Division of Wage and Hour Compliance, and assists in directing approximately 60 professional, paraprofessional, and clerical positions and oversees an operating budget of \$10.2 million.

In addition, the position delegates appropriate assignments, provides instruction to staff members, reviews all personnel actions, recommends actions to improve operations, and implements disciplinary actions. The position assists and directs the preparation of the budgets as well as assists in the analysis and formulation of Division policies for all aspects of the operation including legislation, personnel, procedures, and workflow. The position also acts as liaison to the US Department of Labor and represents the Division for the Director and Assistant Commissioner.

In accordance with N.J.A.C. 4A:3-2.2 in order for a position "to be allocated to the SES, a position must have substantial managerial, policy influencing or policy executing responsibilities". The position meets the criteria for the Senior Executive Service in that it exercises substantial managerial responsibility. The position is accountable for two or more programs for which the position has the degree of freedom to exert influence over policy making within and outside the Department as well as allocating resources such as personnel and the budget.

I recommend approval of this request.

Allocation of Position 010341 to the Senior Executive Service

Effective Date: concurrent with the hiring on an incumbent

From:
Assistant Director Workplace Standards
(M35-55939)

To:
Senior Executive Service
(M98-90752)

KC/NK/mtb

www.state.nj.us/csc

ACTION:

- B-52** The Division of State and Local Operations requests the reactivation of the Supervisor of Licensing and Consumer Credit title for use in the Department of Banking and Insurance and renaming the title to Supervisor of Licensing, Banking and Insurance.



MEMORANDUM

DATE: November 25, 2011
TO: The Civil Service Commission (CSC)
FROM: Kenneth Connolly, Director
State and Local Operations
SUBJECT: Reactivation and Renaming of Title

The Division of State and Local Operations requests the reactivation of the title Supervisor of Licensing, Consumer Credit (54916) for use in the Department of Banking and Insurance, and renaming the title to Supervisor of Licensing, Banking and Insurance.

The title is being reactivated to properly classify positions responsible for supervision of licensing staff. We have notified local union representatives of our plans to reactivate.

The action is requested by the Department of Banking and Insurance.

The effective date of this title reactivation and renaming will be retroactive to pay period 4 of 2011, January 29, 2011, provided the Commission approves of the action.

Title Reactivation and Verbiage Change

FROM:
Supervisor of Licensing, Consumer Credit (54916)
S27 Competitive X NL/12

TO:
Supervisor of Licensing, Banking and Insurance (54916)
S27 Competitive X NL/12

KC/JM/LR

www.state.nj.us/csc

ACTION:

- B-53** The Division of State and Local Operations requests the consolidation of 29 local government titles within Occupational Group 40 (Occupations in Planting and Gardening).



MEMORANDUM

DATE: 11/22/2011
TO: Civil Service Commission
FROM: Kenneth Connolly, Director
State and Local Operations
SUBJECT: Change in Classification Plan

LOCAL GOVERNMENT TITLES

The Division of State and Local Operations requests the consolidation of various local government titles within Occupational Group 40 (Occupations in Planting and Gardening). This consolidation will provide local jurisdictions with the flexibility needed to more efficiently meet their needs, while also providing employees with enhanced career advancement opportunities.

Titles possessing similar duties, responsibilities and experience requirements were identified to determine the practicality and appropriateness of title consolidation.

The definitions, requirements, and knowledge and abilities sections of the title specifications have been modified to accommodate the proposed title consolidation. As a result, the proposed title specifications are broader and more general, allowing for greater flexibility across jurisdictions.

The title series will be numbered in accordance with current practices, with the numerical suffix "1" representing the lowest level (entry level) to "3" representing the assistant supervisor level. The highest level (supervisor) has been consolidated as well, however, at the request of the Appointing Authorities, this level will retain the Supervisor verbiage.

The title actions will be processed as lateral employee movements: appointment type to appointment type, with retention of existing status.

Upon successful completion of the consolidation process, the consolidated titles involved will be inactivated. Any existing eligibility lists for these titles shall be processed as follows:

- Promotional and open competitive lists issued from pending announcements for any affected title in which employees with provisional appointments are serving will be certified for one time use only in order to effect permanent appointment (s), and will be declared expired upon disposition of the certification.
- A complete list that has never been used and contains no employees with current provisional appointments for the title and unit scope specified shall be declared expired.

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- A complete list which contains employees with current provisional appointments for the title and unit scope specified (with the exception of such employees currently on active military duty) will be processed for one time use and will be declared expired upon the disposition of certification.
- An incomplete list containing no employee with current provisional appointments for the title and unit scope specified shall be declared expired.
- Any employee currently on active military duty will be afforded all applicable rights under Federal and State law upon their release from active duty and given the opportunity to apply and compete for any announcements for which they would otherwise have been eligible but for their military service.
- Eligibility lists for affected titles and unit scopes which have expired will be revived as necessary to address unanticipated situations which may arise.

This action is requested to comply with Civil Service Commission goals of title reduction of unnecessary titles.

The effective date of inactivation for these titles will be the first pay period that follows the Commission's approval of the action.

Verbiage Change

FROM:

Tree Trimmer
04220 Career (C) Local

TO:

Tree Maintenance Worker 1
04220 Career (C) Local

Title Consolidation

FROM:

Senior Tree Trimmer
03631 Career (C) Local

Tree Climber
04215 Career (C) Local

TO:

Tree Maintenance Worker 2
03631 Career (C) Local

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Assistant Supervisor Trees
06483 Career (C) Local

Senior Tree Climber
03630 Career (C) Local

Tree Surgeon
04219 Career (C) Local

Tree Maintenance Worker 3
06483 Career (C) Local

Supervisor Trees
06482 Career (C) Local

Work Leader, Tree Electric Utility
04322 Career (C) Local

Tree Maintenance Supervisor
06482 Career (C) Local

Groundskeeper
01940@ Career (NC) Local

Groundskeeper Driver
01941@ Career (C) Local

Recreation Maintenance Worker
03015@ Career (C) Local

Park Maintenance Worker
02604 Career (C) Local

Park Caretaker
02600 Career (NC) Local

Groundhand
01939 Career (NC) Local

Park Maintenance Worker/
Recreation Maintenance Worker
06770 Career (C) Local

Maintenance Worker 1, Grounds
01940@ Career (NC) Local

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Senior Groundskeeper
03349 Career (C) Local

Maintenance Worker 2, Grounds
03349 Career (C) Local

Senior Park Caretaker
03489 Career (C) Local

Senior Recreation Maintenance Worker
03558 Career (C) Local

Senior Park Maintenance Worker
03490 Career (C) Local

Sr. Park Maintenance Worker/
Sr. Recreation Maintenance Worker
06769 Career (C) Local

Assistant Supervising Groundskeeper
06732 Career (C) Local

Maintenance Worker 3, Grounds
06732 Career (C) Local

Assistant Supervisor, Recreation Maintenance
06763 Career (C) Local

Assistant Supervisor, Parks
06697 Career (C) Local

Supervising Groundskeeper
06731 Career (C) Local

Maintenance Supervisor, Grounds
06731 Career (C) Local

Supervisor, Recreation Maintenance
06764 Career (C) Local

General Supervisor, Recreation Maintenance
06765 Career (C) Local

Supervisor, Parks
06698 Career (C) Local

Supervisor Parks/Supervisor Recreation Maintenance
06766 Career (C) Local

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Tree Climber/Welder
06079 Career (C) Local

Supervisor Recreation Maintenance/ Supervisor Trees
06714 Career (C) Local

KC/JMM/TL

ACTION:

- B-54** The Division of State and Local Operations requests the consolidation of 6 titles used by various local government jurisdictions.



MEMORANDUM

DATE: December 8, 2011

TO: Civil Service Commission

FROM: Kenneth Connolly, Director
Division of State and Local Operations

SUBJECT: Change in the Classification Plan

LOCAL GOVERNMENT TITLES

The Division of State and Local Operations requests the consolidation of the several series titles, because there is no longer a need for these titles to exist in multiple levels. A review of usage data indicates that no appointing authority employs staff at both the "entry" and "senior" level of either of the series below. Thus titles may appropriately be consolidated into one level.

We also request the consolidation of several additional titles possessing similar duties, responsibilities and experience requirements.

The titles to be consolidated are unencumbered. We have notified local Appointing Authorities of our plans to consolidate, and have provided them with the opportunity to review and comment.

Upon successful completion of the consolidation process, the consolidated titles involved will be inactivated.

This action is requested to comply with Civil Service Commission goals of title reduction of unnecessary titles.

CONSOLIDATION OF SERIES TITLES

The effective date of consolidation for these titles will be the first pay period that follows the Commission's approval of the action.

FROM:
Assistant Real Estate Officer
07673 Classified Local

Assistant Urban Renewal Supervisor
00804 Classified Local

Senior Biologist Mosquito Extermination
05208 Classified Local

TO:
Real Estate Officer
02974 Classified Local

Urban Renewal Supervisor
04234 Classified Local

Biologist Mosquito Extermination
00869 Classified Local

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TITLE VERBIAGE CHANGE

The effective date of verbiage change for this title will be the first pay period that follows the Commission's approval of the action.

FROM:

Recreation Center Director
02990 Classified Local

TO:

Director Recreation /Community Center
02990 Classified Local

CONSOLIDATION OF TITLES

The effective date of consolidation of these titles will be the first pay period that follows the Commission's approval of the action.

FROM:

Director Community Center
01538 Classified Local

TO:

Director Recreation / Community Center
02990 Classified Local

Director of Design and Construction
04398 Classified Local

Chief Architect
04389 Classified Local

KC/JMM/BP/TL

ACTION:

- B-55** The Division of State and Local Operations requests the inactivation of 31 titles used by various local government jurisdictions.



MEMORANDUM

DATE: December 8, 2011
 TO: Civil Service Commission
 FROM: Kenneth Connolly, Director
 State and Local Operations *Kenneth Connolly*
 SUBJECT: Change in the Classification Plan

LOCAL GOVERNMENT TITLES

The Division of State and Local Operations requests the inactivation of thirty-one (31) titles used by various county and municipal jurisdictions.

The titles are unencumbered and there are no plans for their future use. We have notified the Appointing Authorities of our plans to inactivate, and have provided them with the opportunity to review and comment.

This action is requested to comply with Civil Service Commission goals of title reduction of unnecessary titles.

The effective date of inactivation for these titles will be the first pay period that follows the Commission's approval of the action.

TITLE INACTIVATIONS

Assistant County Administrator
 00441 Classified Local

Chief Public Health Nutritionist
 07479 Classified Local

Assistant Municipal Director of Welfare
 07575 Classified Local

Coordinator Congregate Housing Services
 Program
 06203 Classified Local

Assistant Recreation Center Director
 00677 Classified Local

Coordinator of Engineering Research and
 Development
 01360 Classified Local

Chief Investigator County Adjusters
 01144 Classified Local

Culture Collector
 01451 Classified Local

Chief of Planning and Project Execution
 01175 Classified Local

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Cytology Technician
01462 Classified Local

Senior Bridge Construction Inspector
05596 Classified Local

Director of Consumer Protection
01590@ Classified Local

Senior Planner Solid Waste Management
05398 Classified Local

Field Representative Senior Citizens Day Care
Center
01825 Classified Local

Supervisor Towing Operations
05638 Classified Local

Golf Professional
01921@ Classified Local

Supervising Parking Attendant
03915@ Classified Local

Houseparent
04757 Classified Local

Supervising Planner Community Development
Program
05338 Classified Local

Investigator Penal Institution
04477 Classified Local

Supervising Plumbing Inspector
05050 Classified Local

Juvenile Processing Officer
04471 Classified Local

Supervising Train Operator
07331 Classified Local

Maintenance Repairer/ Radio Dispatcher
10054 Classified Local

Supervising Transportation Inspector
05938 Classified Local

Microbiology Technician
02503 Classified Local

Supervisor of Property and Resources
04051 Classified Local

Narcotics Coordinator
02550 Classified Local

Supervisor of Tax Sales
04078 Classified Local

Plan Examiner
02683 Classified Local

Water Service Technician
05833 Classified Local

Discussion

KC/JMM/TL

ACTION:

B-56 JOHN FLOWERS

Bergen County requests that John Flowers be provided with a retroactive date of permanent appointment as an Assistant Chief Stationary Engineer.

ACTION:

B-57 MICHAEL ONOFRI

The Department of Law and Public Safety, on behalf of Michael Onofri, requests the relaxation of the provisions of *N.J.A.C. 4A:6-1.22* so as to permit him to donate more than 30 sick days to Lorraine Thomas, who is participating in the donated leave program.

ACTION:

B-58 CORRECTION MAJOR

The New Jersey Law Enforcement Commanding Officers Association, represented by Mario A. Iavicoli, Esq., request reconsideration of the decision rendered on October 5, 2011, which approved changes in the State Classification Plan that created the title of Correction Major to consolidate comparable functions performed by existing custody supervisory staff in the titles of Correction Captain, Director of Custody Operations 1 and Director of Custody Operations 2 with the Department of Corrections.

ACTION:

B-59 KENNETH BALDOSARO

The appeal of Kenneth Baldosaro, a Senior Correction Officer with South Woods State Prison, Department of Correction, of his 30 working day suspension, on charges, was heard by Administrative Law Judge Bruce M. Gorman (ALJ), who rendered his initial decision on October 24, 2011. At its meeting on December 7, 2011, the Civil Service Commission (Commission) did not adopt the ALJ's recommendation to modify the 30 working day suspension to a five working day suspension. Rather, the Commission upheld the 30 working day suspension. The proposed final decision is now submitted for the Commission's review.

ACTION:

B-60 SHERYL MANEICE AND TERRENCE GILLIAM

The appeals of Sheryl Maneice and Terrence Gilliam, former Social Workers with the Mercer County Board of Social Services, of their layoffs, effective July 1, 2010, were heard by Administrative Law Judge Lisa James-Beavers (ALJ), who rendered her initial decision on November 4, 2011. At its meeting on December 7, 2011, the Civil Service Commission (Commission) did not adopt the ALJ's recommendation to reverse the appellant's layoffs. Rather, the Commission upheld the layoffs. The proposed final decision is now submitted for the Commission's review.

ACTION:

B-61 CIVIL SERVICE COMMISSION MINUTES

Submitted for adoption are the Civil Service Commission minutes of its meeting of December 7, 2011.

ACTION: